



City of Costa Mesa, Treasury Management Division

# APPLICATION FOR FIREWORKS PERMIT

Phone: (714) 754-5235

THIS DOCUMENT IS CONSIDERED A PUBLIC RECORD SUBJECT  
TO DISCLOSURE UNDER THE PUBLIC RECORDS REQUEST ACT.

PLEASE PRINT OR TYPE

**ORGANIZATION:**

Permit #: \_\_\_\_\_  
Name: \_\_\_\_\_ Date Organized: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Principal and Permanent Meeting Place: \_\_\_\_\_

**OFFICERS:**

Name: \_\_\_\_\_ Home Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Home Address: \_\_\_\_\_  
Location of Fireworks Stand: \_\_\_\_\_  
State Sales Tax Permit No.: \_\_\_\_\_ State Fire Marshal's License No.: \_\_\_\_\_

Wholesaler or Distributor  
from whom the retailer  
proposes to purchase fire-  
works for sale:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

The manner, method and  
times; and how applicant  
proposes to sell "safe and  
sane" fireworks:

\_\_\_\_\_  
\_\_\_\_\_

Responsible adult who will  
deal with City in all matters  
for this permit:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

I declare under penalty of perjury that, this organization is a bona fide non-profit organization, as recognized by the State of California that was formed to benefit the youth and students of the City of Costa Mesa, with its principal and permanent meeting place within the City of Costa Mesa. Permit applicants may be asked by the Director of Finance to submit information to verify statements made on the application form. ANY APPLICANT WHO IS UNABLE TO VERIFY SUCH STATEMENTS MAY BE DISQUALIFIED FROM OBTAINING A PERMIT.

Date: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**FOR TREASURY MANAGEMENT DIVISION USE ONLY**

Date Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

**Public liability and property insurance certificate required in a minimum amount of \$1,000,000 combined single limit, naming the City of Costa Mesa as additional insured.**

Policy Number: \_\_\_\_\_

**City of Costa Mesa, Treasury Management Division**  
**FIREWORK STAND APPLICATION REQUIREMENTS**

The Costa Mesa Municipal Code contains regulations governing the issuance of fireworks permits and the discharge of fireworks. These regulations are found in Sections 9-179 through 9-190. The City Council has also adopted Council Policy 400-2 (revised 02/19/13), which imposes additional regulations governing the sale and discharge of fireworks (copy attached).

Applications must be filed on or before **June 1** of the calendar year for which permit is sought. The following requirements must also be met:

**SCHOOL APPLICANTS**

1. High School applicants must attach a letter from the school's Principal certifying the applicant is a recognized organization supporting school activities and must certify that the organization is a tax exempt charity or non-profit organization under state and federal law in good standing or approved Newport Mesa Unified School District entity under direct control of the school.
2. Copy of temporary Seller's Permit from the State Board of Equalization
3. Copy of State Fire Marshal Retail Fireworks License
4. Original insurance certification naming the City of Costa Mesa as additional insured
5. Copy of site plan which must be approved by Building & Safety, Traffic Engineering and the Fire Department

**NON-SCHOOL APPLICANTS**

1. Copy of Articles of Incorporation (including amendments)
2. Copy of By-Laws
3. Current roster of officers/directors which includes name, address, and telephone number
4. Current roster of members which includes name, address, and age
5. Copies of tax exempt status from the Internal Revenue Service and the State Franchise Tax Board
6. Copy of temporary Seller's Permit from the State Board of Equalization
7. Copy of State Fire Marshal Retail Fireworks License
8. Original insurance certification naming the City of Costa Mesa as additional insured
9. Copy of site plan which must be approved by Building & Safety, Traffic Engineering and the Fire Department

**The United States Flag Code permits nighttime display of the American flag when the flag is illuminated. It is the responsibility of the firework stand operator and associated firework distributor to ensure that the flag is illuminated at night when displayed. As an alternative, the City suggests that the American flag be taken down at night.**

**FIRE DEPARTMENT (714) 327-7400:** Each Fireworks Stand will be inspected for fire-safe conditions during the time of occupancy, and a final inspection will be conducted in order to release the deposit for clean-up. Fireworks Stands are to be cleaned up before midnight of July 7th of the year for which said permit is granted.

**BUILDING & SAFETY DIVISION (714) 754-5273:** An Electrical Permit must be obtained from the City of Costa Mesa prior to the performance of any electrical work.

**TRAFFIC ENGINEERING (714) 754-5323:** Site plan must be approved in relation to possible interruption of traffic.

<b>APPROVED</b>	
Fire Department:	Date:
Building & Safety:	Date:
Transportation Services:	Date:

CITY OF COSTA MESA  
**Fire Prevention Bureau**  
Telephone: 714.327.7400  
**FIREWORKS STAND REQUIREMENTS**

**PURPOSE**

To ensure fireworks stands are located and installed in compliance with codes governing their installation and with the authority of the property owner. Property owners who approve their location and installation must be totally aware of the consequences fireworks stands could have on vehicle parking. This standard ensures the siting of fireworks stands is in conformance with the Costa Mesa Municipal Code before being set in place and is authorized by the person (s) having control of the property.

**REQUIREMENTS**

A minimum of 100 feet from any gasoline dispenser or room in which vehicles containing gasoline are repaired; a minimum distance of 35 feet to any structure; a minimum distance of 5 feet to any sidewalk or 10 feet from curbing where no sidewalk exists; no parking within 10 feet of fireworks stand; provide adult night watchperson.

**REQUIRED SUBMITTAL**

A site map shall be provided to the Fire Prevention Bureau prior to placing fireworks stands in the City of Costa Mesa (deliver with application to the Finance Department). The site plan shall be drawn to scale and show the following at a minimum: all property lines; surrounding streets and sidewalks with distance to stand indicated; all buildings within 100 feet of the stand with distance to buildings and occupancy use of buildings indicated; all parking spaces within 100 feet of stand; location of adult night watchperson; location and type of power source; a written statement of how **NO PARKING** within 10 feet will be enforced.

\*Placement, setback requirements and property owners/agents authorization for fireworks stand is as follows:

**LOCATION**

Vacant lots on which stands are erected and maintained shall be free of all weeds and combustible material before the erection of any fireworks stand. It shall be the responsibility of the stand operator to see that this procedure is carried out.

The minimum placement requirements: 1) 100 feet from any gasoline dispenser or storage; 2) 35 feet from any structure; 3) 5 feet from sidewalks or 10 feet from curbing if no sidewalks; 4) location of power source if any (existing source "ES" or generator "G"). \*Also note on site plan the location of the adult night watchperson (noted on site plan as "WP").

**PROPERTY OWNER/Agent**

Authorized by:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Print Name

Check the applicable box:     ☐ Owner                      ☐ Agent

**CITY OF COSTA MESA**  
**Fire Prevention Bureau**  
**Telephone: 714.327.7400**  
**Sale and Use of Safe and Sane Fireworks**  
**COSTA MESA REQUIREMENTS**

- No fireworks stand shall be erected within 100 feet of any gasoline dispenser or room in which vehicles containing gasoline are repaired or within 35 feet of any structure. Minimum setback from a public sidewalk shall be 5 feet or 10 feet from curbing where no sidewalk exists.
- Minimum 2A10BC fire extinguisher located adjacent to each exit of fireworks stand (with the proper State Fire Marshal tag of service within the last year).
- No person shall light or permit to be lighted any fireworks, match, lighter, or any other article or material within a fireworks stand or within 50 feet thereof.
- No smoking allowed in fireworks stand or within 50 feet thereof. No smoking signs shall be prominently displayed and in a number prescribed by the Fire Department.
- All stands shall obtain an electrical permit from the City of Costa Mesa prior to any electrical work.
- No arc or klieg light within 75 feet of any stand. (Fluorescent light bulbs only, shall be used.)
- Permittee shall provide an adult watchperson to act and serve during the hours of storage. Under no circumstances shall any night watchperson sleep within any fireworks stand
- No alcoholic beverages allowed in booth
- All fireworks fuses shall be taped
- Permits shall be posted in a conspicuous place
- Fireworks shall only be sold or offered for sale between June 30<sup>th</sup> and July 4<sup>th</sup>, inclusive
- Fireworks shall only be discharged in the presence of an adult
- Fireworks shall only be discharged from July 2<sup>nd</sup> through July 4<sup>th</sup> between 4:00 P.M. and 10:00 P.M
- Fireworks sales to the public are allowed from 10:00 AM to 10:00 PM on June 30<sup>th</sup> to July 3<sup>rd</sup>, and 9:00 AM to 9:00 PM on July 4<sup>th</sup>.
- No dangerous fireworks, wood core or metal core sparklers shall be used, sold or offered for sale.
- No fireworks shall be sold or offered for sale to a person under the age of 18
- No person shall throw, toss, project or position an ignited firework or contents thereof to come in contact with another person's body, private property or real property.
- No person under the age of 18 shall discharge fireworks unless in the presence of an adult.
- No person shall fire any firecracker, torpedo or fireworks in any park, square, avenue, grounds or recreation center.

**\*\*\*You must have received both fire and electrical permits before the sales of fireworks can begin.**